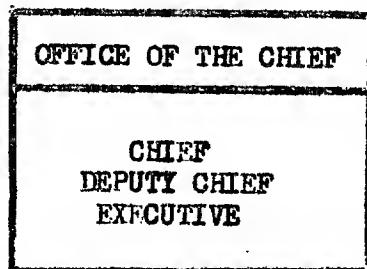


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SECRET

TRANSPORTATION DIVISION

LOGISTICS OFFICE



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TRANSPORTATION DIVISION

LOGISTICS OFFICE

DISCUSSION

25X1A

While no significant organization changes are required in the Transportation Division several minor changes are proposed in order to further clarify functional responsibilities. These



JUSTIFICATION

The Staffing for the Transportation Division proposed herein is based upon past, current and anticipated workload and the number of personnel presently assigned. Based on these considerations and supported by workload data (see next page) a Table of Organization of [redacted] positions is proposed. The present approved T/O consists of [redacted] positions.

25X9A2

25X9A2

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S E C R E T

WORKLOAD DATA

TRANSPORTATION DIVISION

25X9

LOGISTICS OFFICE

Organizational Element	1 Work Unit	2 Total Wk. Units (9 Mo.)	3 Projected Wk Units (12 Mo.)
Pass. Movmt. Branch	Shipment of Effects	1298	1730
Cargo Branch	Cargo Shipment	3314	4418
Highway Branch	Miles Driven	840179	1120238
Staff	None	-----	-----

S E C R E T

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25X1A

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STATEMENT OF FUNCTIONS

OFFICE OF THE CHIEF
TRANSPORTATION DIVISION
LOGISTICS OFFICE

1. Advises the Chief of Logistics and other organizational elements of the Logistics Office and the Agency on matters concerning transportation services and traffic management. Arranges for the transportation of personnel, property and supplies.
2. Organizes, directs, and supervises the activities of the Transportation Division in such a manner as to ensure that the mission of the Division is accomplished.
3. Delegates authority and responsibility to Transportation Division Staff and Branch Chiefs as necessary to accomplish the Division Mission in accordance with instructions and directives regarding delegation of authority and responsibility.
4. Effects liaison with lateral organizations and/or offices of the Agency, other Government agencies and departments and commercial firms as necessary to accomplish the mission of the Transportation Division.

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STATEMENT OF FUNCTIONS

PLANNING AND CONTROL STAFF

TRANSPORTATION DIVISION

LOGISTICS OFFICE

1. Advises the Chief, Transportation Division, on overall objectives and accomplishments of the Transportation Division.
2. Develops, coordinates and recommends functional plans and long-range plans with reference to transportation activities and facilities.
3. Reviews and coordinates proposed Agency transportation policies and regulatory material developed by other components of the Transportation Division; prepares such material in final form for submission to higher authority for approval.
4. Coordinates the preparation and submission of the Transportation Division budget, and revises thereto, to the Chief, Transportation Division, for approval; and assists the Chief, Transportation Division, in presenting same to higher authority.
5. Makes continuing review of the organization and functions of the Transportation Division and makes appropriate recommendations to the Chief, Transportation Division.
6. Supervises the development of, and recommends reporting procedures; consolidates reports from branches of the Transportation Division and other transportation activities; reviews and analyzes reports and makes recommendations to the Chief, Transportation Division.
7. Effects liaison with lateral organizations of the Departments of the Army, Navy and Air Force and other Government Agencies, and with lateral components of the Logistics Office and the Agency with regard to transportation policy matters.
8. Reviews Public Laws, I.C.C. Regulations, Regulations of Departments of Defense, General Services Administration and other Government Agencies and other pertinent directives and advises the Chief, Transportation Division on transportation matters included therein.

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STATEMENT OF FUNCTIONS

PLANNING AND CONTROL STAFF

TRANSPORTATION DIVISION

LOGISTICS OFFICE

9. Recommends and coordinates the development of programs, methods and procedures for the in technical transportation matters.

10. Reviews, coordinates and recommends appropriate procedures for obtaining, evaluating lating information necessary to properly advise the Chief, Transportation Division, on all mat pertaining to the allocation, operation, use, and maintenance of Agency motor vehicles; the mo of employees and dependents and the shipment of personal effects, household goods and privately automobiles; and transportation of materiel.

~~SECRET~~

STATEMENT OF FUNCTIONS

ADMINISTRATIVE STAFF

TRANSPORTATION DIVISION

LOGISTICS OFFICE

1. Determines and recommends office administrative procedures and policies.
2. Receives, suspends, routes and dispatches official correspondence; maintains the Transportation Division control and supervises the records retirement program.
3. Maintains a current file of publications and directives.
4. Recommends personnel policies and procedures, to include personnel management and record keeping.
5. Prepares all personnel actions affecting personnel of the Transportation Division.
6. Maintains liaison with the Personnel Branch, Logistics Office, on matters affecting personnel of the Transportation Division.
7. Interviews or arranges for interviews of applicants and prospective employees.
8. Develops personnel training requirements for the Transportation Division in conjunction with policies established by the Logistics Office and arranges for the enrollment of personnel in the required schools and training programs.
9. Prepares travel orders and travel vouchers, as required.
10. Prepares requests for office space, office equipment, telephone service, parking permits and other general administrative services.

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STATEMENT OF FUNCTIONS

ADMINISTRATIVE STAFF

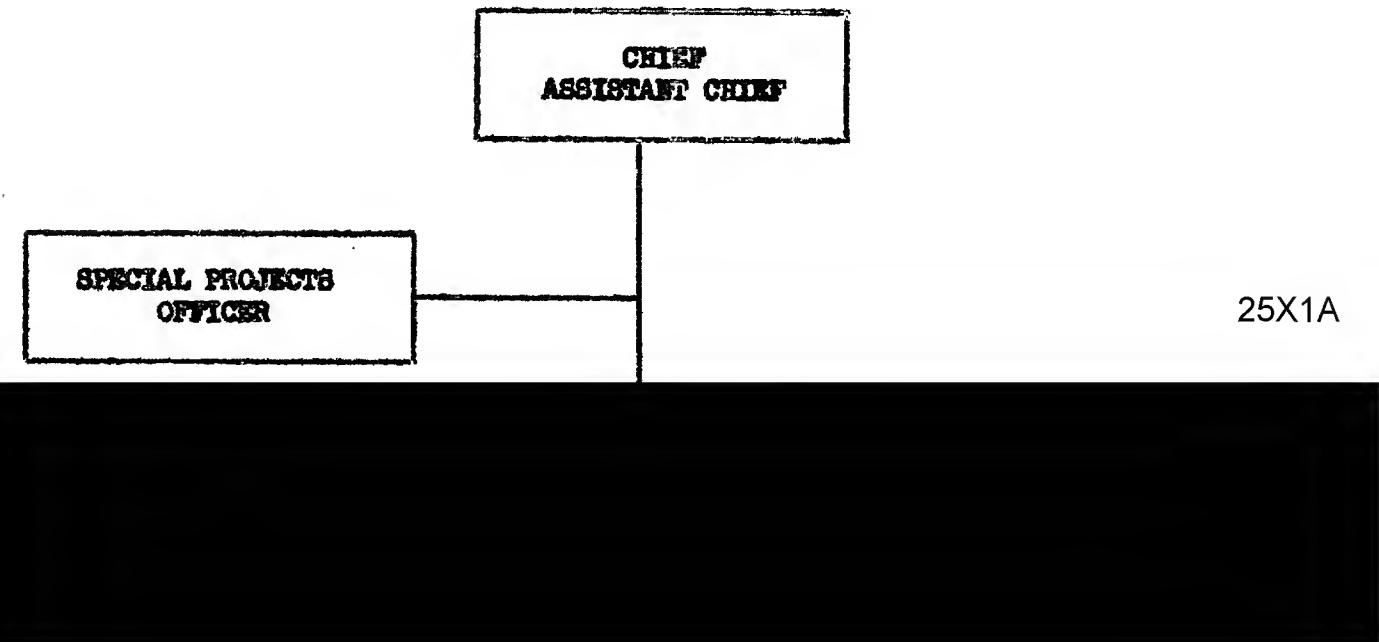
TRANSPORTATION DIVISION

LOGISTICS OFFICE

11. Reviews correspondence prepared for the signature of the Chief, Deputy Chief, and Executive Secretary to ensure compliance with pertinent regulations and directives pertaining to the preparation, review, distribution and security classification.
12. Advises the Chief, Transportation Division, on matters pertaining to internal security.

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PASSENGER MOVEMENT BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE



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STATEMENT OF FUNCTIONS
PASSENGER MOVEMENT BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

1. Exercises staff and technical supervision over transportation matters pertaining to the movement of Agency personnel, their dependents, household effects, privately owned automobiles and baggage.
2. Conducts and reviews negotiations with commercial carriers (air, rail, water, highway) carriers, travel agencies, exporters, [REDACTED] in effecting movement of Agency personnel, their dependents, household effects, etc., as authorized.
3. Recommends and implements policies for distribution of passenger traffic via commercial carriers
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. Arranges for chartered bus service in accordance with Agency regulations and policies when required.

25X1C

25X1C

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STATEMENT OF FUNCTIONS
PASSENGER MOVEMENT BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

- 10 Reviews existing Agency regulations, policies and procedures governing travel and transportation and makes necessary recommendations for the implementation and changes of these directives.
- 11 Maintains a petty cash fund for the purpose of reimbursing Agency employees using taxicabs and other public transportation while on official business in the metropolitan area of Washington, D. C.
- 12 Arranges for the procurement, safeguarding and issuance of [REDACTED] used by all components of the Transportation Division

25X1C

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CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

CHIEF
ASSISTANT CHIEF
CLERK-STENOGRAFHER

25X1A

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STATEMENT OF FUNCTIONS
CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

25X1C

...ns, arranges for, and coordinates all aspects of the movement of material by all methods of transpor-
-tation from point of origin to destination.

...ordinates the booking of space, processing and issuance of necessary documents and movement of cargo
-...ts of embarkation via government channels or commercial carriers.

...velops information relating to routes and schedules of carriers, [REDACTED] commercial and
-overnmental carriers, and regulations and requirements for cargo shipment.

25X1C

[REDACTED]
...vides technical advice and guidance for all phases of the shipment of Agency cargo.

...vides information and assistance, as requested, relating to the shipment of materiel for operational
-purposes and recommends mode of shipment to shippers on the basis of operational requirements.

...commends necessary changes or additions to Agency regulations and directives relating to cargo movement.

...aintains liaison with Comptroller's Office in the handling of carriers' invoices and processes voucher
-payment.

...contacts carriers and other government agencies where necessary to expedite shipments and to procure necessary
-shipping documents.

25X1C

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STATEMENT OF FUNCTIONS
CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

files and maintains necessary records to assist in planning for the most efficient, secure and economical shipment of cargoes.

prepares necessary correspondence involved in the shipment of cargoes.

25X1A

Coordinates with the Chiefs of the [redacted] in resolving questions in problems in which they have primary responsibility but which require information from an Area Section.

Sees Chief, Cargo Branch, on all matters pertaining to shipments within the geographical area including change of policy, change of address, Security problems, and all special shipments of an unusual nature.

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HIGHWAY BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

25X1A

HIGHWAY BRANCH

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STATEMENT OF FUNCTIONS

HIGHWAY BRANCH

TRANSPORTATION DIVISION
LOGISTICS OFFICE

1. Provides headquarters motor pool service to include scheduled and special Agency bus service.
2. Provides inspection, maintenance service and repairs for all Agency motor vehicles in the metropolitan area of Washington, D. C., except for those vehicles [REDACTED] 25X1A
3. Coordinates matters pertaining to the administration, operation and maintenance of Agency vehicles [REDACTED] with appropriate officials of the Agency and other Government organizations as dictated by the particular circumstances in each instance. 25X1A 25X1A
4. Establishes and maintains a Branch records system which will provide for the internal control of the Highway Branch.
5. Develops and recommends policy with regard to Highway Branch operations and assists in the development of technical material pertaining to the operation and maintenance of Agency motor vehicles.
6. Develops appropriate procedures for evaluating and collecting information necessary to timely advise Chief, Transportation Division, on matters pertaining to allocation, operation, use and maintenance of Agency motor vehicles [REDACTED] 25X1A
7. Provides technically qualified personnel for the conduct of appropriate inspections as directed.
8. Develops and supervises the Agency driver testing program.
9. Controls the issue, use and safeguarding of all Agency property assigned to the Highway Branch in accordance with appropriate Agency regulations.
10. Prescribes and enforces adequate procedures and safety standards for the receipt, storage and use of petroleum products and other hazardous materials required by the Highway Branch.

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STATEMENT OF FUNCTIONS

HIGHWAY BRANCH

TRANSPORTATION DIVISION
LOGISTICS OFFICE

11. Provides motor transport service for the movement of supplies and equipment in the departmental area and for long distance hauls.

12. Reviews and consolidates budget estimates of funds for the maintenance and operation of transportation equipment, to include operation of motor pools and prepares detailed justification and substantiating data for the defense of such consolidated estimates.

13. Reviews and analyzes reports of vehicle utilization and makes recommendations accordingly.

14. Reviews Tables of Allowances to determine adequacy of types and quantities of vehicles authorized in such documents.

15. Reviews Interstate Commerce Commission and other regulatory material and directives to insure compliance therewith in all phases of motor vehicle operations. 25X1A

25X1A

16. Procures and distributes license tags [REDACTED] and maintains a central registry for such tags.

17. Recommends disposal action for unserviceable vehicles or vehicles in excess of requirements.

Administrative and Supply Section

1. Maintains Time and Attendance Reports for all employees of the Highway Branch, Transportation Division.

2. Procures and maintains records of all Highway Branch supplies and equipment in accordance with appropriate Agency regulations.

3. Receives and compiles data required for internal control of the Highway Branch, and for the preparation of required reports.

4. Establishes and operates the Highway Branch automotive parts stockroom.

~~SECRET~~

STATEMENT OF FUNCTIONS

HIGHWAY BRANCH

TRANSPORTATION DIVISION
LOGISTICS OFFICE

5. Conducts the Agency driver testing program and maintains records of permits issued.

25X1A

1. Provides headquarters motor pool service.
2. Provides scheduled and special Agency bus service in the metropolitan area of Washington, D. C.
3. Furnishes required operational data and reports to Administrative and Supply Section, Highway Branch.
4. Provides motor transport service for the movement of supplies and equipment in the Department area and for long distance hauls.

25X1A

25X1C

1. Performs preventive maintenance, servicing and minor repairs for all Agency motor vehicles in the metropolitan area of Washington, D. C., except for those vehicles which

25X1C

25X1C

2. Provides for the technical inspection and processing of all newly acquired Agency motor vehicles received in the metropolitan area of Washington, D. C.

3. Inspects services performed on Agency motor vehicles under terms of contract agreements.

4. Provides required maintenance data and reports to the Administrative and Supply Section, Highway Branch.

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25X9A2

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25X9A2

2. The elimination of these six positions reduces the ceiling of [redacted] positions proposed by the Management Staff to [redacted] positions. The [redacted] positions will be the ceiling of the Logistics Office until 1 January 1955. At that time the following additional 14 positions are to be eliminated and the ceiling reduced to [redacted]. However, if changed circumstances so warrant, the Logistics Office may request, prior to 15 December 1954, that certain of these positions be considered for retention for an additional period of time.

25X9A2

25X9A2

Number

a. Transportation Division

Planning and Control Staff

Transportation Officer, GS-13/12	2
Transportation Officer, GS-12/11	1
Clerk (Steno.), GS-7/5	1

Cargo Branch

25X1A

Freight Traffic Officer, GS-13/12	1
Freight Traffic Officer, GS-12/11	1
Clerk (Steno.), GS-5/4	1

25X1A

Highway Branch

Chauffeur	2
-----------	---

25X1A

b. Supply Division

Supply Officer, GS-12	2
Supply Officer, GS-11	1

c. Administrative Staff

Management Assistance Branch

OGM Examiner, GS-11	1
---------------------	---

~~SECRET~~

Number

d. Real Estate & Construction Division

Space, Maintenance & Facilities Branch

Administrative Service Officer

1

Total ... II

25X1A

1. The position of Illustrator (General), GS-7, in the [redacted] of the Planning Staff has been allowed to remain in the T/O, with the understanding that this graphic facility is to be available to and do work for all components of the Deputy Director (Administration) organization. This facility will be reviewed after the DD/A offices have been advised of this service and have had sufficient time to make use of it. The position of Security Officer, GS-11, on the Security Staff, has been allowed to remain in the T/O, pending further study as to its necessity.

25X9A2
25X9A2

4. Effective 21 July 1954, the ceiling of the Logistics Office is [redacted], and this ceiling is to be further reduced by 1 January 1955 to [redacted], unless temporary extension of any of the [redacted] positions is authorized prior to that date.

25X9A2

L. G. WHITI
Deputy Director
(Administration)

cc: Comptroller
Management Staff
Personnel Office

~~SECRET~~

~~SECRET~~

TO : Deputy Director (Administration)

30 June 1954

SUBJECT: Management Staff Study of the Organization and Staffing of the Logistics Office

1. PROBLEM:

Operating experience gained since the establishment of the Logistics Office organizational structure and T/O, and a need for a determination of the staffing required to enable the Office to accomplish its mission, necessitate a review of the functions and organizational structure of the Office in order to:

- a. Realign certain staff functions and refine the internal organizational structure of the operating divisions so as to best meet current requirements.
- b. Establish a realistic staffing pattern related to actual workload requirements to determine either the adequacy of the present personnel ceiling or the justification for a change in the personnel ceiling.

2. ASSUMPTION:

The overall mission of the Logistics Office is expected to undergo no major change in the foreseeable future.

3. FACTS BEARING ON THE PROBLEM:

- a. The present organization of the Logistics Office was approved in March 1953. Since that time there has been no major change in the structure or assigned functions other than the assumption of the following functions performed by the former General Services Office:
 - (1) Mail and Courier Service

(2) Space Maintenance and Facilities

(3) Printing and Reproduction

(4) Printing Advisory

25X9A2

The above functions were acquired with the transfer of approximately [] personnel, but no provision was made for an increase in administrative personnel to carry the additional workload imposed by the transfer.

25X9A2

25X9A2

b. The present T/O provides for [] positions whereas a personnel ceiling of [] has been imposed upon the Office, consisting of [] civilian positions and [] military positions.

25X9A2 25X9A2

c. The consolidation of two separate warehouse facilities and the relocation of their activities at a new site have necessitated a complete change in the organizational element responsible for the warehousing function.

25X9A2 25X9A2

d. The Assistant Director for Personnel proposed, under date of March 16, 1954, and the Chief of Logistics agreed to, a comprehensive classification survey of all Logistics Office positions determined to be necessary to carry out the mission and functions of the Logistics Office.

4. DISCUSSION:

On an overall basis, the organizational pattern for the Logistics Office remains substantially the same as the presently approved organization.

The Security function has, in fact, reported directly to the Chief of Logistics since it was established and inasmuch as its function is primarily that of operational security, this is considered to be a proper organizational placement of the function. It is now possible to combine the functions of the Special Staff with those of the Technical Review Staff (inspection and review) and place them in a Technical Review and Policy Staff at a saving in positions.

~~SECRET~~

Operating experience gained in working with the area divisions and within the Logistics Office has made it possible to eliminate some of the coordination work and to transfer to the Supply Division certain requirements work formerly accomplished by the Coordination and Requirements Staff. The Coordination and Requirements Staff will, therefore, be able to concentrate on overall logistical planning with a reduced T/O. In view of the shift in emphasis from coordination and requirements to planning, this Staff is carried on the proposed chart, in Tab A, as the Planning Staff.

These changes, as well as various refinements in the organizational structure of the operating divisions, are discussed in detail in Tabs A to K, inclusive.

b. Staffing has been a major problem in the Logistics Office. During the course of this survey each element, with one or two exceptions such as the Office of the Chief of Logistics and the Office of the Assistant Chief for Operations, has been carefully studied with a view to establishing some kind of unit of measure to apply to estimated or known workload figures. This has been possible in Procurement and Transportation Divisions. In other elements where this has not been possible, the operation has been reviewed to determine that personnel assigned are being fully utilized.

This survey has approached the matter of staffing by establishing for each major element of the Office the number of positions required to accomplish its purpose. In an element such as the Office of the Chief of Logistics or the Office of the Assistant Chief for Operations, where the need for the positions involved is readily apparent, no attempt has been made to furnish detailed workload data. In all other elements the operations have been reviewed, workload data secured to the extent available and such information is detailed in the attached Tabs A to K, inclusive, in support of the T/O. In those elements where an increase appears warranted detailed requirements are set forth in the appropriate Tab; for example, in the Security Staff and the Administrative Staff specific tasks have been identified, the time required to perform such tasks established and applied to the workload to determine the T/O needed.

Attached as Appendix 1 is a comparative statement showing for each major element of the Logistics Office the present approved T/O, the staffing proposed as a result of this survey, and the increases and decreases.

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c. The staffing proposed in this study will require an increase of 9 in the personnel ceiling for the Logistics Office. Attached as Appendix No. 2 is a reconciliation statement of the existing and proposed ceiling figures. Particular attention is directed to the adjustments shown in Appendix No. 2. These are necessary for record keeping purposes and must be made for the reason that the proposed T/O includes only those positions necessary to enable each element of the Office to accomplish its purpose and does not include provision for certain pending actions (see "Pending Deletions", Appendix No. 3).

Attention is also directed to the "Pending Additions" shown in Appendix No. 3. These, if approved, will also require personnel ceiling increases since they are not included in the proposed new ceiling shown in Appendix No. 2.

As stated above, the proposed staffing involves a ceiling increase of 9. The fact that the present approved T/O is greatly in excess of the present personnel ceiling and further that Logistics Office has found it necessary to continually adjust the internal allocation of the ceiling, makes it impossible to compare the proposed T/O with the present approved T/O and identify those causing the increase. This situation was also the subject of comment by the Assistant Director for Personnel in his memorandum of 16 March 1954 to the Chief of Logistics where he stated that it is difficult, if not impossible, to recognize true vacancies. However, on the basis of the on-duty personnel, plus the in-process actions, the Logistics Office has made a current distribution of its present personnel ceiling which identifies the increase of nine as being composed of the positions shown in Appendix No. 4.

d. Excluded from the scope of this survey are three proposals for staff increases. Each of these results from workload problems outside the control of Logistics Office and each instance arose after the organizational and staffing work necessary for the classification survey had been completed. In view of the deadlines established for various parts of this survey, i.e., completion of the organizational and staffing review, completion of the classification survey, and submission of recommendations in time to meet budget requirements, it has not been possible to include in this study requirements set forth in Appendix No. 3.

~~SECRET~~

5. CONCLUSIONS:

- a. The organizational pattern for the Logistics Office should consist of the following staff and operating elements:
 - (1) Security Staff
 - (2) Technical Review and Policy Staff
 - (3) Planning Staff
 - (4) Administrative Staff
 - (5) Office of Assistant Chief for Operations
 - (6) Printing and Reproduction Division
 - (7) Procurement Division
 - (8) Real Estate and Construction Division
 - (9) Supply Division
 - (10) Transportation Division
- b. In view of the responsibility of the Chief of Logistics for world wide logistical matters, some means should exist for the review, study, and appropriate use of field, including overseas, procurement. It is concluded that this can best be accomplished by the establishment of a Foreign Branch in the Procurement Division.
- c. Staffing for the Logistics Office should be increased slightly. Requirements indicated either by actual review of operation or by measurement based on past performance, as outlined in Tabs A through K inclusive, support the conclusion that a personnel ceiling increase of 9 positions is justified.

6. RECOMMENDATIONS:

a. It is recommended that the organizational pattern as indicated by the charts included in Tabs A through K, inclusive, be approved. 25X9A2

b. It is recommended that a Table of Organization totalling [redacted] positions be approved. Tables of Organization are included in the attached Tabs A through K. Position titles and grades shown thereon have either been approved or are subject to further consideration by the Assistant Director for Personnel as indicated on each T/O. 25X9A2

c. It is recommended that the personnel ceiling as shown in Appendix No. 2, be approved. It is also recommended that the increase of 9 ceiling positions involved in this recommendation be taken from the DD/A reserve. However, the grand total as presented of [redacted] ceiling positions will be reduced to [redacted] upon accomplishment of the actions listed in Appendix No. 2. 25X9A2

/s/

25X1A9a

[redacted]
Chief, Management Staff

CONCUR:

/s/

30 June 1954

Date

JAMES A. GARRISON
Chief of Logistics

*APPROVED:

/s/

23 July 1954

Date

L. K. WHITE
Deputy Director (Administration)

*Subject to the provision of my memorandum of 21 July 1954, which eliminates six positions, sets the Logistics Office ceiling at [redacted] and proposes an additional reduction of 14 positions by 1 July 1955, unless changed circumstances warrant a temporary extension of certain of the positions.

25X9A2

- 6 -

[redacted]

LOGISTICS OFFICE

Comparative Statement of
Present Approved T/O and Proposed T/O

ORGANIZATIONAL ELEMENT	Approved Positions	Proposed Positions	Increase or Decrease
Office of Chief			
Security Staff			
Technical Review and Policy Staff (Composed of former Inspection and Review and Special Staffs)			
Administrative Staff			
Planning Staff			
Assistant Chief for Operations	25X9A2	25X9A2	
Printing and Reproduction Division			
Procurement Division			
Real Estate and Construction Division			
Supply Division			
Transportation Division			
TOTAL			25X9A2

Personnel Ceiling Reconciliation

Proposed Table of Organization, as listed in Tabs A through K

Adjustments account pending actions:

1. There is pending a proposal to transfer two positions, ceiling, and incumbents [REDACTED] and [REDACTED] from Logistics Office to the Machine Records Division, Office of the Comptroller. Since these employees are actually working with Machine Records Division their positions have not been included in the proposed T/O. Therefore, in order that personnel ceiling may be allocated to cover these positions pending the actual transfer, it is necessary to add 2 to the Civilian and Total ceiling columns.

Civilian	Military	Total
25X9A2		
[REDACTED]		

25X1A9a
25X1A9a

2

2

2. [REDACTED], presently on duty overseas, is expected to be returned to the Air Force in the near future (after 15 July 1954) and at that time a Military Authorization of one will be relinquished by Logistics Office. Col. [REDACTED]'s position is not included in the proposed T/O and therefore in order that he may be covered by a military ceiling pending his actual return to the Air Force, it is necessary to add one to the Military and Total columns.

25X1A9a

25X1A9a

25X9A2

PROPOSED PERSONNEL CEILING
Personnel Ceiling as of 30 May 1954
Increase Proposed

**List of Pending Proposals Affecting
the Logistics Office Not Included
in the Proposed T/O**

Pending Additions:

1. Microfilming project for RI/FI. Requires making approximately one million prints from 221 reels of microfilm. This work will require three additional positions and ceiling.
2. Request from the Chief, Secretariat, OCI, for an increase in production by Printing and Reproduction Plant in Q Building. This request involves an increase of one position and ceiling.
3. Graphics Register workload increase from 500 prints per day to one thousand. This increase will require five additional positions and ceiling.

Pending Deletions:

1. Transfer of two positions, incumbents, and ceiling from Logistics Office to Machine Records Division, Office of the Comptroller.
2. Relinquishment of one military authorization upon the return of Col. ██████████ to the Air Force (probably after 15 July 1954). 25X1A9a

Appendix No. _____

Proposed Ceiling Increase

Security Staff

1 Security Clerk GS 6/5

Administrative Staff

1 Budget Assistant GS 9
1 O&M Examiner GS 11

Procurement Division

1 Contract Negotiator GS 12/11
1 Contract Negotiator GS 12/11
1 Purchasing Agent GS 13
1 Clerk Steno GS 5

Supply Division

1 Supply Officer GS 11
1 Supply Officer GS 9